



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

REVENUE FIELD OPERATIONS REGIONAL MGR

Job Number: 20001796

Job Code: 95340V151116

Job Group: 9500 - REVENUE

Job Established: 06/16/1982

Job Revised: 11/16/2015

Grade: 18 Salary (MIN - MID):

\$26,462-\$35,056 - Hourly

\$4,300.08-\$5,696.60 - 37.5 Hr. Monthly Salary

\$4,586.76-\$6,076.38 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages and provides direction of the activities of all revenue district offices within a designated region; or manages and coordinates a training program for all personnel assigned to Field Operations and Department wide; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in accounting, business administration, commerce, economics, finance or a related field.

EXPERIENCE:

Must have five years experience in the processing, administration, preparation or auditing of taxes.

Substitute EDUCATION for EXPERIENCE:

Graduate study in one of the above or related academic areas will substitute for the experience on a year- for-year basis.

Substitute EXPERIENCE for EDUCATION:

Experience in the above areas will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Manages and provides direction of the activities of district office managers, audit supervisors, compliance supervisors, auditors, compliance and other personnel within multiple district offices. Prepares memorandums of instruction to district managers. Develops and implements policy regarding all facets of the audit and compliance programs. Reviews assignments for district personnel to ensure that proper and ample instructions are included with the assignments. Reviews completed assignments to ensure that implemented policies and procedures are followed. Serves as liaison between district office personnel and other personnel within the Department. Confers with Division Directors and other Department personnel concerning the solution of existing tax problems in the field. Implements and supervises special compliance and special audit programs assigned to the region and track results of the initiatives.. Assists the Executive Director in the evaluation of district office personnel and activities. Visits district offices to provide evaluation of work and technical assistance and ensures office facilities are functional and presentable to the public. Prepares material for district manager and audit supervisor meetings. Reviews expense vouchers of district personnel. Monitors mileage reports and vehicle use in district offices. Responsible for budget management within the region. Reviews out of state travel authorizations for the region. Prepares monthly report of the region which includes the district office activities and reports of audit activities and compliance activities. Process and assign Special Investigation referrals to district offices. Ensure all staff has proper computer accesses commensurate with their job duties and additional access if necessary to complete special projects. Analyzes, manages and coordinates a training program for all personnel assigned to Field Operations and the Department. Confers with the Executive Director, Regional Managers and/or District Managers Review Supervisor and Protest Resolution to establish training priorities. Establishes criteria and priorities for training in the tax programs administered by Field Operations. Schedules and presents training programs. Advises field personnel of changes in tax laws, regulations, Department policies and status of Board of Tax Appeals cases. Evaluates and advises field personnel of opinions written by Cabinet's legal staff. Prepares reports of training activities.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title performs duties in an office setting. Minimal travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.